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DD/S 71-0972

22 MAR 1971

FILE

Training

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Effective Speaking

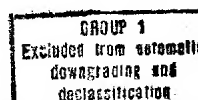
1. This memorandum requests your action.

2. [] has informed the Director of Training that he is now available to conduct courses for CIA in Effective Speaking, Briefing Techniques, and in Conference Techniques. [] was under contract with the Agency from the summer of 1954 until June 1969. His contract was not renewed because he was assuming new administrative duties at the University. While he was with us he ran 44 courses in Effective Speaking and 34 in Conference Techniques. You may recall that these courses were given several times at [] for the most senior officers in the Agency.

3. [] will be available for a course beginning on 16 April 1971 which would consist of 10 two-hour sessions held once a week. The times available to him would be Friday mornings or early evening on Monday, Tuesday or Thursday. The morning course would begin on 16 April and end on 11 June. The evening course can begin later but [] schedule requires that it end by mid-June. The time for the evening classes would be either 5 to 7 p.m. or 6 to 8 p.m. His fee is \$1,000 for the day-time course and \$1,250 for the evening course. The maximum number of students for one running would be 16.

4. A quick check through the Training Officers in the Directorates produced a figure of 120 people who might take such a course. Before entering a contract [] however, the Director of Training would like to have some assurance that the Deputy Directors would be willing to send their senior people. He suggests that, in view of Mr. Helms' interest in more and better training of this kind for officers who must represent the Agency, he might be interested in nominating his own candidates.

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5. In addition to having [] conduct a course in April, the Director of Training is considering the feasibility of including [] training in the Senior Intelligence Seminar being prepared for a first offering next fall.

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6. I present this with the idea that you might like to include it as an item for the agenda of the next Deputies' Meeting.

(signed) John W. Coffey

John W. Coffey
Deputy Director
for Support

SOS/DD/S [] bbt (19 Mar 71)

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Distribution:

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DD/S 71-0953 - Memo to DD/S fr D/TR dtd 17 Mar 71, subject

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SECRET**DTR-6085**

71-0953

17 MAR 1971

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Effective Speaking

1. This memorandum is for your action.

2. [REDACTED] has informed me that he is now available to conduct courses for CIA in Effective Speaking, Briefing Techniques, and in Conference Techniques. I would like to renew his contract but before I proceed I would like you to make some inquiries of the Deputy Directors and Colonel White.

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3. When I learned that [REDACTED] was interested in returning, I had a quick check made through the Training Officers in the Directorates of the number who might take such a course. The check produced a figure of 120. This is promising, but I would like to be assured that the top-most elements of the Agency are willing to send their senior people who may need one of the courses. Mr. Helms is interested in more and better training of this kind for some of those officers who must represent CIA in such places as Congressional hearings. It might be useful to mention the possible return of the Professor and invite Mr. Helms to nominate his own candidates to take a course. I would like to have the opportunity also made known to the Deputy Directors and to Colonel White so that I can be assured of full senior support.

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4. [REDACTED] was under contract with OTR from the summer of 1954 until June 1969 at which time his contract was not renewed because of a lack of requirements for his courses and his having to assume new administrative duties at the University. While he was with us he ran 44 courses in Effective Speaking and 34 in Conference Techniques. In several cases these courses were given for top-level Agency officials and some were held for specific groups such as NPIC officers and instructors [REDACTED]. Most however, were open to all Agency personnel.

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5. [] will be available for a course beginning on 16 April 1971 which would consist of 10 two-hour sessions held once a week. The times available to him would be Friday mornings or early evening on Monday, Tuesday or Thursday. The morning course would begin on 16 April and end on 11 June. The evening course can begin later but [] schedule requires that it end by mid-June. The time for the evening classes would be either 5 to 7 p.m. or 6 to 8 p.m. His fee is \$1,000 for the day-time course and \$1,250 for the evening course. The maximum number of students for one running would be 16.

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6. In addition to having the Professor conduct a course in April, I would like to consider the feasibility of including his training in the Senior Intelligence Seminar that we are preparing to offer next fall. I would appreciate your approval of our renewing the [] contract for the April course and later, after you have had an opportunity to bring this matter of briefing requirements to the attention of the Deputy Directors, to Colonel White, and, if possible, to Mr. Helms, I would like to know if I can go ahead and plan for four scheduled presentations by [] during fiscal years 1972 - 73.

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[]
HUGH T. CUNNINGHAM
Director of Training

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